<u>Information for VfZ Authors</u>

VIERTELJAHRSHEFTE FÜR
Zeitgeschichte
Herausgegeben im Auftrag des Instituts für Zeitgeschichte

Dear authors,

Here you will find the most important guidelines and rules to consider while preparing your articles and documentary materials.

1. <u>Type of contribution</u>
   The VfZ only publishes original contributions. Authors are thus obligated to refrain from publishing their texts or parts thereof in any other organ (print or digital) prior to publication in the VfZ. This applies to scholarly publications as well as publications that are not scholarly in nature, such as daily or weekly newspapers, magazines, etc.

2. <u>Editorial process</u>
   If your text is planned for inclusion in an issue of the VfZ, it will be copyedited regarding language, style and content by the editorial team. Bibliographical references and sources will be checked and – if incomplete – adapted to VfZ style (see point 5).
   This revised text will be returned to you by the editorial office with a request for careful review and response to open questions. Please enter your changes or desired corrections into this file using the "Track Changes" function, or consult with us by telephone or in writing.
   After you send it back to us, we will check the contribution one more time. If no open questions remain, the text will be forwarded to the typesetter. You will also receive the proofs of your article for review, along with a request to note any corrections. At this stage, interventions that would change the text are no longer possible. By sending us the accompanying document with your signature, you are releasing your contribution in the current version. Subsequent corrections usually only involve spelling mistakes and the like. Proofs and page makeup will be checked by the editorial team, editorial office, and external proofreaders.

3. <u>Length</u>
   Your manuscript should be no more than 80,000 characters (including spaces and footnotes). Authors are kindly asked to adhere to these guidelines. Miscellaneous pieces can be shorter (approximately 30,000–45,000 characters), and documentary materials can be longer. Please consult with the editorial team in these cases.

4. <u>Text layout</u>
   a. The text must be well organized, with subheadings numbered with Roman numerals; within these sections there should be no further levels of subdivision.
   b. Avoid the first person and passive voice.
   c. Please only use double quotation marks for quotes. Avoid using double and/or single quotation marks or italics for other emphasis.
      Use single quotation marks for quotes within quotes.
   d. Months should be spelled out in the text; in footnotes they appear as numbers.
   e. Abbreviations should be clarified at first use; subsequently the abbreviation can be used.
   f. Please give first and last name when a person is first mentioned.

5. Footnotes

We value consistency, especially in footnotes. Please keep in mind the following while writing:

a. Footnote numbers should never be placed within quotation marks. As a rule, they should always be placed **after** the closing punctuation mark, unless this punctuation mark is part of a quoted sentence and thus within quotation marks itself.

Examples:
Deshalb wurden keine ernsthaften Vorbereitungen für eine Aufstandsbekämpfung in der Provinz getroffen.[1]

Obwohl die „Planmäßigkeit des Mordens [...] schließlich für den Blindesten ersichtlich werden" musste,[2] blieben im OKH „Gespräche über dieses Thema verpönt".[3]

„Ich habe gestern wieder eine Liste mit den Namen der neu Verhafteten gelesen. [...] Wir enden alle am Galgen."[4]

b. Complete bibliographical information must be given for cited literature at **first mention**. The footnote must contain:

Author's first and last name, title. subtitle, place of publication and year of publication, page numbers if necessary.

Example:
Dietmar Süß, Kumpel und Genossen. Arbeiterschaft, Betrieb und Sozialdemokratie in der bayerischen Montanindustrie 1945 bis 1976, München 2003.

c. For articles from collected volumes or periodicals:

Author's first and last name, article title. subtitle, in: editor's first and last name, title of the collected volume. subtitle, place of publication and year of publication, page range.

or

Author's first and last name, article title. subtitle, in: journal name, number (journal issue), page range.

Examples:
Thomas Mergel, Staatlichkeit und Landesbewußtsein. Politische Symbole und Staatsrepräsentation in Bayern und Nordrhein-Westfalen 1945 bis 1975, in: Thomas Schlemmer/Hans Woller (Hrsg.), Bayern im Bund, Bd. 3: Politik und Kultur im Föderativen Staat 1949 bis 1973, München 2004, S. 281-347, hier S. 299.

Hermann Wentker, Arbeiteraufstand, Revolution? Die Erhebungen von 1953 und 1989/90 in der DDR, in: Deutschland Archiv 34 (2001), S. 385-397.

d. After first mention, clearly identifiable short titles should be used. Elaborate or superfluous information should be avoided (such as series titles, publishers).

Examples:
Süß, Kumpel, S. 45.
Mergel, Staatlichkeit, in: Schlemmer/Woller (Hrsg.), Bayern, Bd. 3, S. 333.
Wentker, Arbeiteraufstand, S. 387.

e. For references to archival materials, please use the following order:

Archive, holdings (number), page/folio, document.

At the first mention of an archive, holdings, etc., no abbreviation should be used. Abbreviations are sufficient as of the second mention.

Example:
Bundesarchiv Berlin (künftig: BArch Berlin), R 22, Bl. 944, Reichsjustizministerium an Reichssicherheitshauptamt, 17.3.1944.

f. Please only use "see" for all references that are not quotes, but not for archival sources.

We thank you for your patience and cooperation.